UNITED
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Secretariat

ST/IC/1992/23
27 March 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Controller

Subject: HEARING-AID AND OPTICAL LENS BENEFIT*

1. The purpose of the present circular is to announce that a hearing-aid and optical lens benefit will be incorporated in the Aetna component of the Blue Cross/Aetna health insurance plan with effect from 1 April 1992. For the period 1 April to 30 June 1992, the new benefit will be made available at no cost to subscribers. Thereafter, the modest cost of the benefit will be reflected in the premium structure of the Blue Cross/Aetna plan which will next be adjusted with effect from 1 July 1992.

2. Reimbursements to be made by Aetna for hearing-aid and optical lens claims will be subject to the normal deductible and copayment requirements of that plan. In addition, a one-year waiting period will apply, which means that only subscribers and covered family members who have been enrolled in the Blue Cross/Aetna plan for at least 12 months will be eligible to receive the benefit. A description of the hearing-aid and optical lens benefit is set out in the annex to the present circular.

* Personnel Manual index No. 6172.

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Annex

Hearing-aid benefit

1. The hearing-aid benefit described below is provided as part of the Aetna Major Medical plan.

(a) Covered expenses. The reasonable and customary charge for a hearing aid or aids provided that such aid or aids were purchased as a result of a written recommendation by a physician certified as an otolaryngologist. Covered hearing-aid expenses will include the reasonable and customary charge for the hearing-aid evaluation and audiometric examination performed by the otolaryngologist or state-certified audiologist. The maximum covered expense per hearing aid recognized under this plan will be $600. The combined maximum covered expenses for all hearing-aid evaluations or audiometric examinations will be $100;

(b) Benefit. 80 per cent of covered hearing-aid expenses;

(c) Limitations. The number of hearing aids will be limited to one per ear per insured employee or covered dependant during any period of three consecutive years. No more than one hearing-aid evaluation and one audiometric examination will be covered during any consecutive three-year period. Replacements are covered only if the hearing aid being replaced has been in use for at least three years and such replacement is made upon the written recommendation of a physician certified as an otolaryngologist.

2. Covered expenses do not include and no benefits are paid for:

(a) Charges for services or supplies that are covered in whole or in part under any other portion of the Aetna Major Medical plan;

(b) Audiometric examinations by an audiologist that are not ordered by an otolaryngologist;

(c) Medical or surgical treatment;

(d) Drugs or other medication;

(e) Audiometric examinations, hearing-aid evaluation tests and hearing aids provided under any applicable workmen's compensation law.

Optical lens benefit

3. The optical lens benefit described below is part of the Aetna Major Medical plan. Coverage under this benefit is an addition to any benefits related to eye care payable under the medical part of this plan.

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(a) Covered expenses. The reasonable and customary charge for optical lenses with a maximum of $60 for any two lenses ($30 per lens);

(b) Benefit. 80 per cent of covered optical lenses;

(c) Limitation. The number of optical lenses will be limited to two lenses in a 24-month period of time.

4. Covered expenses do not include and no benefits are paid for:

(a) Charges for services or supplies covered under any other part of the Aetna Major Medical plan;

(b) Eye examinations for optical lenses;

(c) Frames;

(d) Special procedures, such as orthoptics or vision training and special supplies, such as non-prescription sunglasses or subnormal vision aids.

UNITED NATIONS

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Secretariat

ST/IC/1992/24
27 March 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: SHUTDOWN OF ELECTRICAL POWER ON 4 AND 5 APRIL 1992

1. The purpose of the present circular is to inform staff members that there will be a shutdown of electrical power starting on Saturday, 4 April 1992 at 7 p.m. until 10 p.m. on 5 April 1992. The shutdown is necessary to effect the work required on the short-circuit protection programme of the Headquarters complex. As a result, electrical services and air-conditioning in the following areas will be affected:

(a) Library Building: There will be no electrical power, lighting or air-conditioning in the entire building;

(b) Conference Building: There will be no electrical power in the south end of the fourth floor kitchen and Staff Cafe areas. There will be no air-conditioning in the Security Council Chamber;

(c) Secretariat Building:

(i) There will be no electrical power or lighting in the south side of the first basement through the sixteenth floor. In addition, there will be no air-conditioning on the entire floors of the first basement through the sixteenth floor;

(ii) The Medical Service and Chemical Bank will be without electrical service during the interruptions.

2. In view of the above, the Library Building will be closed to the public. Staff members in the Library, Conference and Secretariat Buildings in the affected areas are requested to ensure that all computers, word processors, mini-computers, photocopiers, personal refrigerators and any other electrical

equipment are unplugged before leaving the office on Friday, 3 April 1992. FAILURE TO DO SO MAY RESULT IN POTENTIAL DAMAGE TO THE ELECTRICAL EQUIPMENT.

3. The Secretariat building will be provided with electrical power EXCEPT as noted in paragraph 1 (c) above. In the event of a General Assembly or Security Council meeting, the scheduled shutdown of electrical power will be postponed to a later date.

4. Additional information concerning the shutdown of electrical power may be obtained from the office of Buildings Management Service, extension 3-5838.

UNITED NATIONS

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Secretariat

ST/IC/1992/25
2 April 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: LANGUAGE PROFICIENCY EXAMINATIONS

1. Language proficiency examinations in Arabic, Chinese, English, French, Russian and Spanish will be held on 26 and 27 May 1992. The conditions for eligibility and other details are contained in information circular ST/IC/1991/69 of 2 December 1991.

2. Those wishing to take the examination in May 1992 must submit a P.46 application form to the Language Training Programme of the Training Service (room S-606, ext. 3.7021). A separate application must be submitted for each language examination requested. Staff members may register in room S-606 between 1 and 3 p.m. from 6 to 20 May 1992.

3. The Language Proficiency Examination consists of a written test and an oral interview. The schedule for the written part of the May 1992 examination is as follows:

26 May 1992

English	9 a.m. to 12.30 p.m.
Chinese	2 p.m. to 5.30 p.m.
Russian	2 p.m. to 5.30 p.m.

27 May 1992

French	9 a.m. to 12.30 p.m.
Arabic	2 p.m. to 5.30 p.m.
Spanish	2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the written examination in order to allow time for check-in procedures.

4. The oral examination will be conducted on an individual basis and will consist of a 15-minute interview. Candidates will be given interview appointments at the time of their registration. They will be informed of the location of the examination at that time.

5. For the written examination the location of the room in which each examination will be held will be posted on the fourth, fifth and sixth floor bulletin boards and on those in the DC-1, DC-2 and UNICEF House buildings. Candidates should check these bulletin boards during the week before the examinations, as the Training Service cannot send out individual notices announcing where the written examinations will take place.

6. Copies of sample examination questions can be obtained in room S-606.

7. Candidates will receive written notification of their examination results by mid-July 1992. No results will be available prior to official notice.

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Secretariat

ST/IC/1992/26
10 April 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: STAFFING OF PEACE-KEEPING MISSIONS*

1. The purpose of this circular is to restate the existing policy regarding the staffing of peace-keeping missions. While the functions of staff members of the Secretariat assigned to peace-keeping missions are normally discharged by other staff or short-term recruits on a temporary basis, the posts vacated by staff members departing to missions are blocked and kept available for the return of the staff members concerned, as a matter of standard administrative procedure. Staff members holding career and long-term appointments and going to peace-keeping missions are therefore assured of being reabsorbed upon their return from mission service.

2. Supervisors at all levels are urged to facilitate in every way the availability and release of staff assigned to peace-keeping missions since these missions have been given a high level of priority by the Secretary-General.

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* Personnel Manual index No. 3332.

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UNITED
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Secretariat

ST/IC/1992/27
13 April 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: SHUTDOWN OF ELECTRICAL POWER ON 25 AND 26 APRIL 1992

1. The purpose of the present circular is to inform staff members that there will be a shutdown of electrical power starting on Saturday, 25 April 1992, at 7 a.m. until Sunday, 26 April 1992, at 8 p.m. The shutdown is necessary to effect the work required on the short-circuit protection programme of the Headquarters complex. As a result, electrical services and air-conditioning in the following areas will be affected:

(a) Library Building: There will be no electrical power, lighting or air-conditioning in the entire building;

(b) Conference Building: There will be no electrical power or lighting in the south end of the first basement through the third floor (including the Security Council Chamber and adjacent offices and Conference Room 1 and adjacent offices).

(c) Secretariat Building:

(i) There will be no electrical power or lighting from the night elevator cars north, from the first basement through the seventeenth floor. In addition, there will be no air-conditioning on the entire floor, from the first basement through the seventeenth floor.

(ii) The escalator from the first basement to the fourth floor will be out of service. One low-rise elevator will be running on emergency power.

2. In view of the above, the Library Building will be closed to the public. Staff members in the Library, Conference and Secretariat buildings in

the affected areas are requested to ensure that all computers, word processors, minicomputers, photocopiers, personal refrigerators and any other electrical equipment are unplugged before leaving the office on Friday, 24 April 1992. FAILURE TO DO SO MAY RESULT IN POTENTIAL DAMAGE TO THE ELECTRICAL EQUIPMENT.

3. The Secretariat Building will be provided with electrical power EXCEPT as noted in paragraph 1 (c) above. In the event of a General Assembly or Security Council meeting, the scheduled shutdown of electrical power will be postponed to a later date.

4. Additional information concerning the shutdown of electrical power may be obtained from the office of the Buildings Management Service, extension 3-5838.